USER MANUAL

FOR

ANM APPLICANTS

[Year: 2015-2016]

1. Go to http://nursingodisha.nic.in/
2. Click on the button **"New Registration for ANM & GNM COURSES".** Following screen will appear:

3. Move Mouse to **Apply Online**
4. Then Click on **ANM**.

5. Online Application screen for ANM will appear:

APPLICATION FORM FOR A.N.M COURSE:2015-2016

PERSONAL DETAILS

Note: * Fields Are Mandatory

Academic Year	:	2015-2016 ▼	Course Applied	: ANM ▼
Full Name of Student* (As per H.S.C/Equi.Exam Certificate)	:		Education Qualification*	: --Select-- ▼
Full Name of Father* (As per H.S.C/Equi.Exam Certificate)	:		Name of Guardian	:
Address Of Father*	:		Address Of Guardian	:
Occupation Of Father*	:		Occupation Of Guardian	:
Date of Birth(DD/MM/YYYY) * (As per H.S.C/Equi.Exam Certificate)	:		Relationship with Candidate	:
Category*	:	--Select-- ▼	Sub Category	: ☐Physically Challenged
Gender*	:	Female ▼		☐Green Card
Nationality *	:	Indian ▼		☐Ex Serviceman
Religion*	:	--Select-- ▼		
Marital Status *	:	Unmarried ▼		
Contact No(Mob)*	:		E-Mail Id	:
Aadhar No	:			

ADDRESS DETAILS

Are You a Domicile/ Permanent Resident /Native Of Odisha.? ⦿Yes ○No

Native District: --Select-- ▼

(Present / Correspondence Address)				(Permanent Address)	
Address *	:		☐ Do	Address *	:
Pin*	:			Pin*	:
District*	:	--Select-- ▼		District*	: --Select-- ▼

Note: Check DO if present & permanent Address are same

ACADEMIC DETAILS

Have You Passed Odia In M.E Standard.? ⦿Yes ○No

(10th / Equivalent)			(+2 / Equivalent)		
Name Of Board *	:	--Select-- ▼	Name Of Board *	:	--Select-- ▼
Full Mark*	:		Full Mark *	:	
Mark Secured W.E.O*	:		Mark Secured W.E.O*	:	
% Of Mark Secured W.E.O*	:		% Of Mark Secured W.E.O *	:	
			Full Mark in English *	:	
			Mark Secured in English*	:	
			% Of Mark Secured in English*	:	

Note: W.E.O Stands for without extra optional

CHALLAN DETAILS

Challan No*	:		Challan Date(DD/MM/YYYY)*	:
Branch Name*	:		IFSC Code*	:

PHOTO & SIGNATURE

Upload Photo*	: Choose File No file chosen Upload	Photo size within 20kb to 50kb and .jpg or .jpeg format
Upload Signature*	: Choose File No file chosen Upload	Signature size within 10kb to 20kb and .jpg or .jpeg format

Save & Continue   **Reset**

.

6. Enter **Full Name** as per H.S.C/Equivalent examination.
7. Enter **Full Name of Father**, **Address Of Father**, **Occupation of Father**.
8. **Name Of Guardian** Is optional. But if Name is given, then **Address, Occupation & Relationship** with guardian is mandatory.
9. Enter **Date of Birth** as per H.S.C/Equivalent examination.
10. Select **Educational Qualification**.

11. Select **Category**.
12. Select **Sub Category**.
13. Select **Gender, Nationality, Religion, Marital Status**.
14. Enter Contact No(Mob).
15. Enter **Aadhar No, E-Mail ID** (optional)

16. Select **Native District**.
17. Enter **Present/Correspondence address**, **Pincode** and select **District**.
18. Enter **Permanent address**, **Pincode** and select **District**.
19. If Present and Permanent address are same, then after entering present address details, click on Do.

20. Select 10th/Equivalent **Name Of Board**.
21. Enter Full **Mark, Mark Secured W.E.O, % of Mark Secured W.E.O.** of 10th/Equivalent.
22. Select +2/Equivalent **Name Of Board**.
23. Enter **Full Mark, Mark Secured W.E.O, % of Mark Secured W.E.O. of +2/Equivalent**.
24. **Enter Full Mark in English, Mark Obtain in English,% of Mark Secured in English** of
    +2/Equivalent.

25. Enter Challan No, Challan Date, Branch Name, IFSC Code.

26. Click on Choose File/Browse File.
27. Then the pop up window will appear.
28. Select photo/signature file.
29. Click on Open Button.
30. Then click on **Upload** Button.
31. Click On **Save and Continue**.
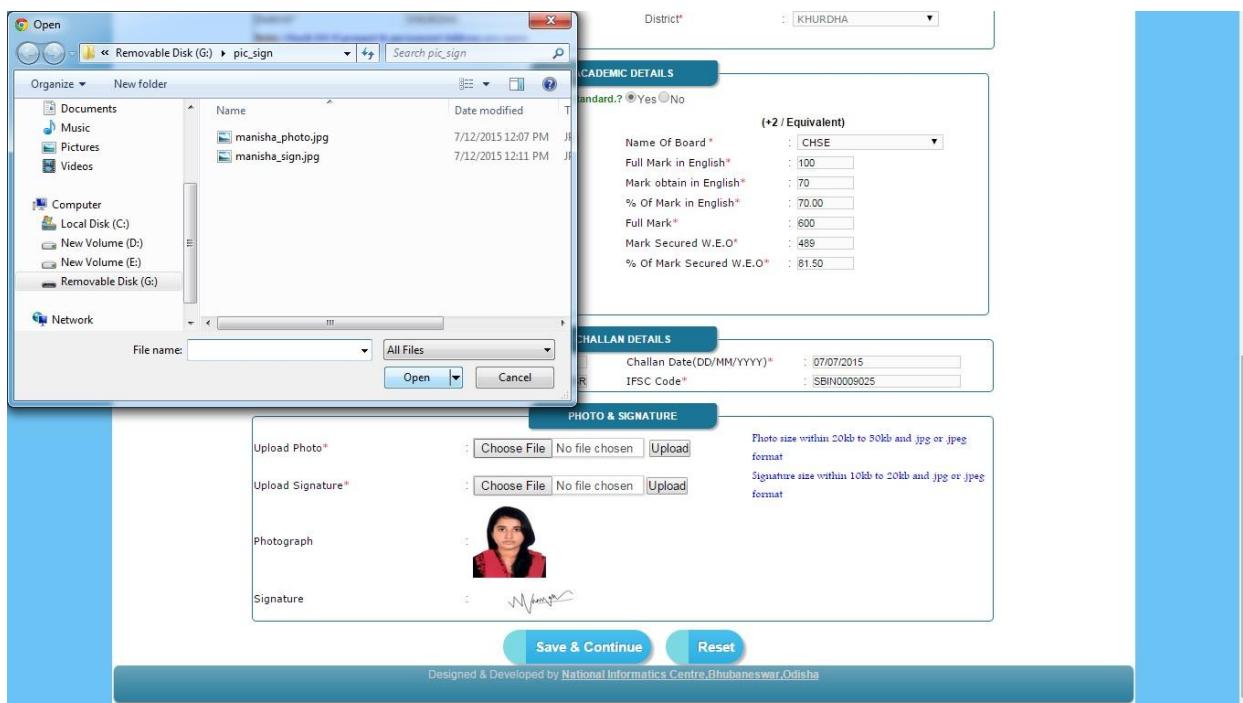
32. **View and Edit Screen** will appear.
33. If any information has to be edited, the click on **Edit** Button. Edit require fields and follow step 31.
34. Give the **Password** and **Reenter the password**.
35. Enter the **CAPTCHA** code.
36. Click on **Confirm** Button.

View & Edit Form For A.N.M Course: 2015-2016

PERSONAL DETAILS

Academic Year	: 2015-2016	Course Applied	: ANM
Full Name of Student	: MANISHA KUMARI MISHRA	Education Qualification	: +2
Full Name of Father	: ASHOK KUMAR MISHRA	Name Of Guardian	: SAMBIT KUMAR HOTA
Address Of Father	: AT-RAJMAHAL CHH OWK DIST - KHURDA BHUBANESWAR-751 001 ODISHA-7 51001	Address Of Guardian	: AT-GANDHICHHUK NEAR IG PARK DIST-KHURDA BHU BANESWAR ODIS HA-751001
Occupation Of Father	: GOVERNMENT SERVICE	Occupation Of Guardian	: BUSINESSMEN
Date Of Birth	: 06/03/1996	Relationship with Candidate	: UNCLE
Category	: SC	Subcategory	: Physically Challenged,Ex Serviceman
Nationality	: Indian	Religion	: Hindu
Gender	: Female	Marital Status	: Unmarried
Contact No(Mob)	: 9078979797	E-Mail Id	: manisha1996@gmail.com
Aadhar No	: 876786668696		

ADDRESS DETAILS

Native District	: KHURDHA		
	(Present/Correspondence Address)		(Permanent Address)
Address	: AT-RAJMAHAL CHH OWK DIST - KHURDA BHUBANESWAR-751 001 ODISHA	Address	: AT-RAJMAHAL CHH OWK DIST - KHURDA BHUBANESWAR-751 001 ODISHA
Pin	: 751001	Pin	: 751001
District	: KHURDHA	District	: KHURDHA

ACADEMIC DETAILS

(10th / Equivalent)		(+2/ Equivalent)	
Name Of Board	: BSE	Name Of Board	: CBSE
Full Mark	: 750	Full Mark	: 700
Mark Secured W.E.O	: 400	Mark Secured W.E.O	: 500
% Of Mark Secured W.E.O	: 53.33	% Of Mark Secured W.E.O	: 71.43
		Full Mark in English	: 100
		Mark Secured in English	: 65
		% Of Mark Secured in English	: 65.00

CHALLAN DETAILS

Challan No	: 86868/2015	Challan Date	: 07/07/2015
Branch Name	: SBI TREASURY BRANCH,BBS	IFSC Code	: SBIN0009025

PHOTO & SIGN DETAILS

Photograph	:
Signature	:

Create Password

Password *	: ....
Re-Enter Password *	: ....

Note: * 1-Password should be atleast 8 character & atmost 15 characters in length.
    2-Password should contain atleast 1 digit(0-9), 1 capital letter(A-Z),1 small letter(a-z) & 1 special character (!,@,#,$,^,*,_,~) .

Security Code *	: HUTTC
	Can't read the image ? Click Refresh
	HUTTC

[Confirm] [Edit]

37. Then Click on YES button (if details submitted are correct).Otherwise Click on NO button and follow step 33 to 36.

38. The application number will be generated and displayed in the screen.
39. Click on **"Click Here to Print the Registration Details"** link.

40. Registration details will be displayed.
41. Click On **PRINT** Button.

Registration Slip

IpAddress:10.172.30.206			Date:7/14/2015

Personal Details

Application Number	:	1500100023	Photo	:
Course Applied	:	ANM		
Academic Year	:	2015-2016		
Name Of Student	:	MANISHA KUMARI MISHRA	Date Of Birth	:	06/03/1996
Qualification	:	+2	Name Of Guardian	:	SAMBIT KUMAR HOTA
Name Of Father	:	ASHOK KUMAR MISHRA	Address Of Guardian	:	AT-GANDHICHHUK NEAR IG PARK DIST-KHUR DA BHU BANESWA R ODIS HA-75 1001
Address Of Father	:	AT-RAJMAHAL CHH OWK DI ST -KHURDA BHUBANE SWAR-751 001 ODISHA-7 510 01	Occupation Of Guardian	:	BUSINESSMEN
Occupation Of Father	:	GOVERNMENT SERVICE	Relation With Candidate	:	UNCLE
Category	:	SC	Sub Category	:	Physically Challenged,Ex Serviceman
Nationality	:	Indian	Religion	:	Hindu
Gender	:	Female	Marital Status	:	Unmarried
Mobile No	:	9078979797	E-Mail Id	:	manisha1996@gmail.com
Aadhar No	:	876786668696		

Academic Details

	(10th Details)		(+2/Equivalent Details)	
Name Of Board	: BSE	Name Of Board	: CBSE
Full Mark	: 750	Full Mark	: 700
Mark Secured W.E.O	: 400	Mark Secured W.E.O	: 500
% Of Mark W.E.O	: 53.33	% of Mark Secured W.E.O	: 71.43
		Full Mark in English	: 100
		Mark Secured in English	: 65
		% Of Mark Secured in English	: 65

Challan Details

Challan No	: B6868/2015	Challan Date	: 07/07/2015
Branch Name	: SBI TREASURY BRANCH,BBS	IFSC Code	: SBIN0009025

Address Details

Native District	: KHURDHA		
	(Present/Correspondence Address)		(Permanent Address)
Address	: AT-RAJMAHAL CHH OWK DI ST -KHURDA BHUBANE SWAR-751 001 ODISHA	Address	: AT-RAJMAHAL CHH OWK DI ST -KHURDA BHUBANE SWAR-751 001 ODISHA
Pin	: 751001	Pin	: 751001
District	: KHURDHA	District	: KHURDHA
		Signature	:

IpAddress:10.172.30.206			Date:7/14/2015

Print

42. Take the Registration Print Out.
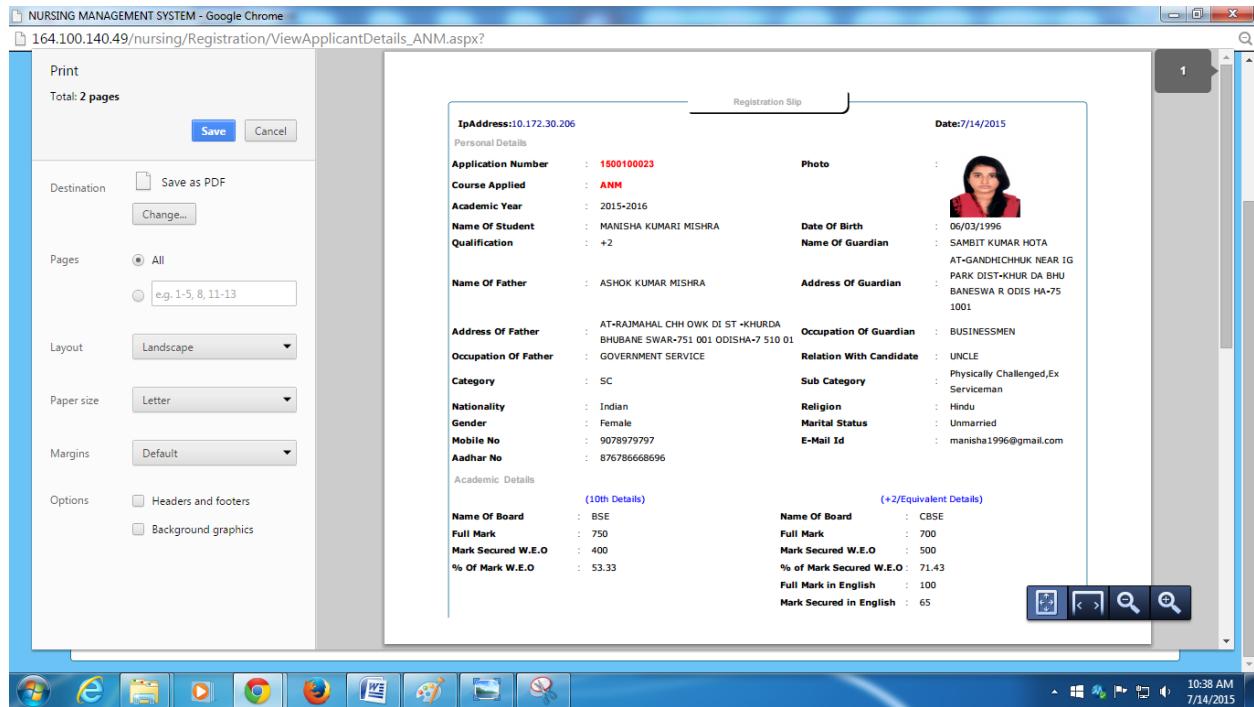
APPLICANT LOGIN:

43. Click on **Applicant Login**.

44. Click on button **ANM**.
45. Enter **Application Number** & **Password**.
46. Enter the **Captcha code**.
47. Click on **Login** Button.

48. After successful Login following screen will appear :

49. Click On **Print---- > Application** to view registration Slip.

50. Click on **Print** Button to take the print out of registration Slip.
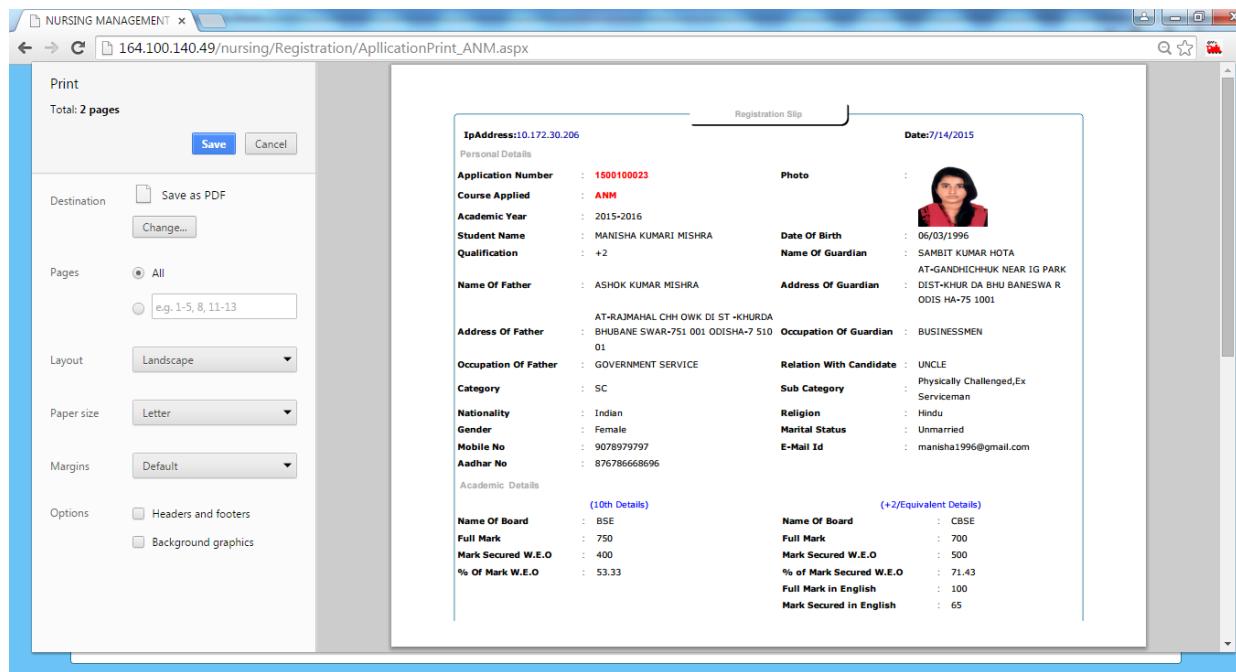
51. Click on **Print---- > Choice Details** link to print the choice list. If No choice entered by applicant, then the following screen appears.
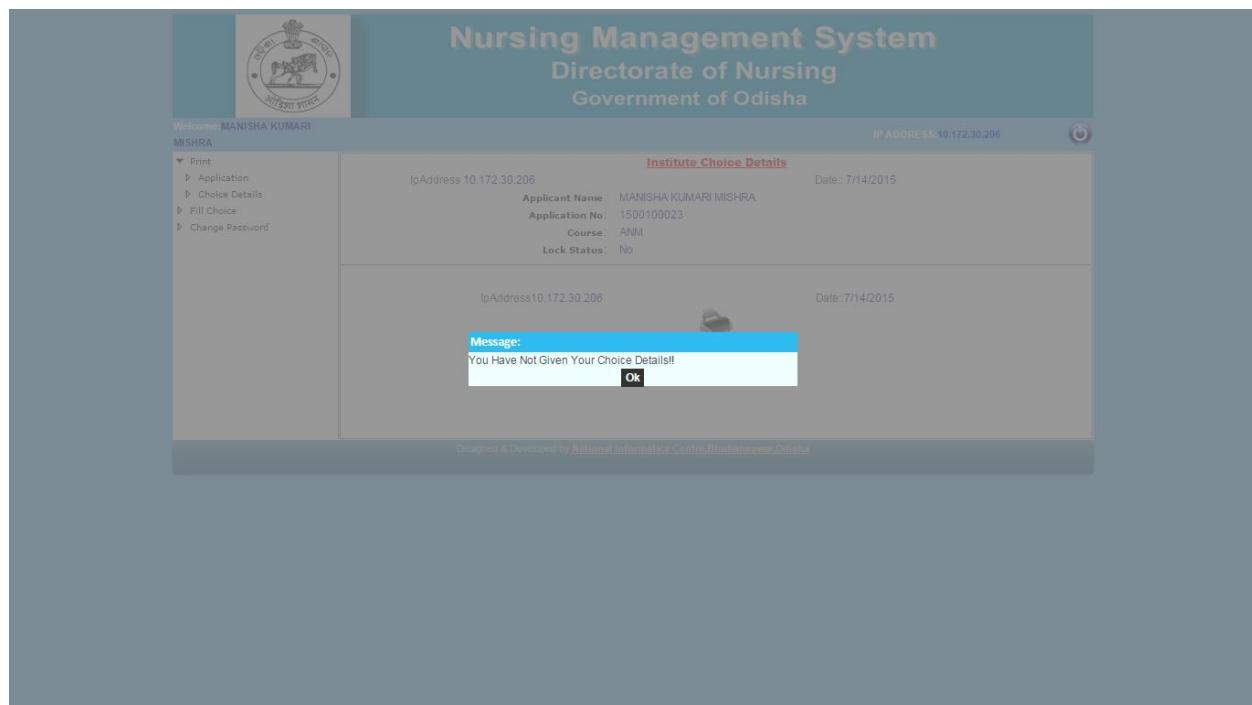
52. Click on **Fill Choice** Link to select the choice.
53. By default **All** button is selected & all institutes are displayed in **Available box**.

54. Select **Govt button** to display only the government institutes in the **Available box**.

- **Print**
  - ▷ Application
  - ▷ Choice Details
  - ▷ Fill Choice
  - ▷ Change Password

Fill Choice

Application No.	:	1500100023
Name	:	MANISHA KUMARI MISHRA
Course	:	ANM

○ ALL ⦿ Govt. ○ Private

Note: Press Ctrl Key to Select Multiple Institutes.

:: Available ::

ANM Training Centre, Bhubaneswar
ANM Training Centre, Balasore
ANM Training Centre, Baripada
ANM Training Centre, Berhampur
ANM Training Centre, Bhawanipatna
ANM Training Centre, Bolangir
ANM Training Centre, Boudh
ANM Training Centre, Daspalla ,Nayagarh
ANM Training Centre, Deogarh
ANM Training Centre, Dhenkanal
ANM Training Centre, Jeypore ,Koraput
ANM Training Centre, Kendrapara
ANM Training Centre, Keonjhar
ANM Training Centre, Phulbani
ANM Training Centre, Puri
ANM Training Centre, Sambalpur
ANM Training Centre, Subarnapur
ANM Training Centre, Sundergarh

:: Choose ::

Add>

Add All >>

⬆

⬇

< Remove

<< Remove All

Swap

Submit

55. Select **Private button** to display only the private institutes in the **Available box**.

56. Select the institute **priority wise from the Available box** and click on **Add** button.
57. For **multiple selection, press CTRL key and click on institute name priority wise**, then click on **Add** button.
58. For **adding all the institutes**, click **Add All** button.

59. After addition of selected institutes, it will be displayed on **Choice Box**.

60. Select the institutes **from the choice box** and click on **Remove** button.
61. For **multiple removal, press CTRL key and click on institute names** then click on **Remove** button.
62. For **removing all the institutes**, click **Remove All** button.

63. After removing of selected institutes, it will be displayed on Available Box.

64. It is not possible to **remove one Private Institute when Govt button is selected** and vice versa.
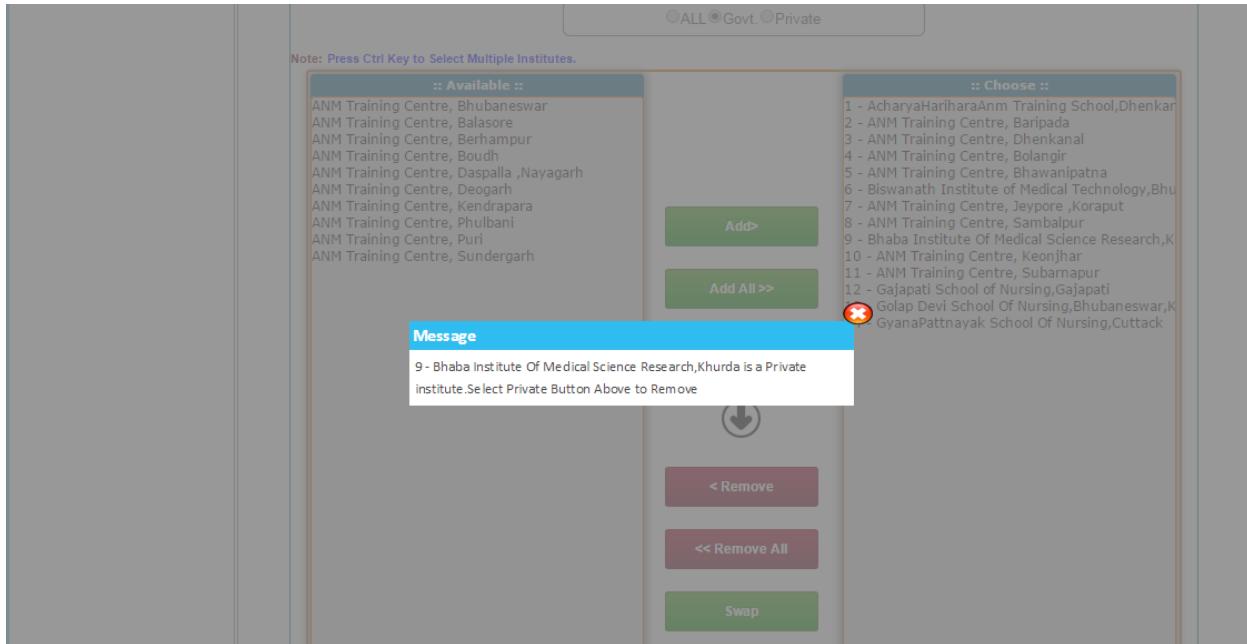
65. To change **choice priority of institute**, select the **particular institute from the choice Box** and click on up **Arrow and down Arrow button**.

66. For **swapping of choice prioriry,Press CTRL key and select both the institutes**.Then click on **Swap** button.

67. After swapping of choices, it will be displayed on **Choice Box**.

68. **Swapping will not work**, if **more than two choices are selected** in the Choose box.
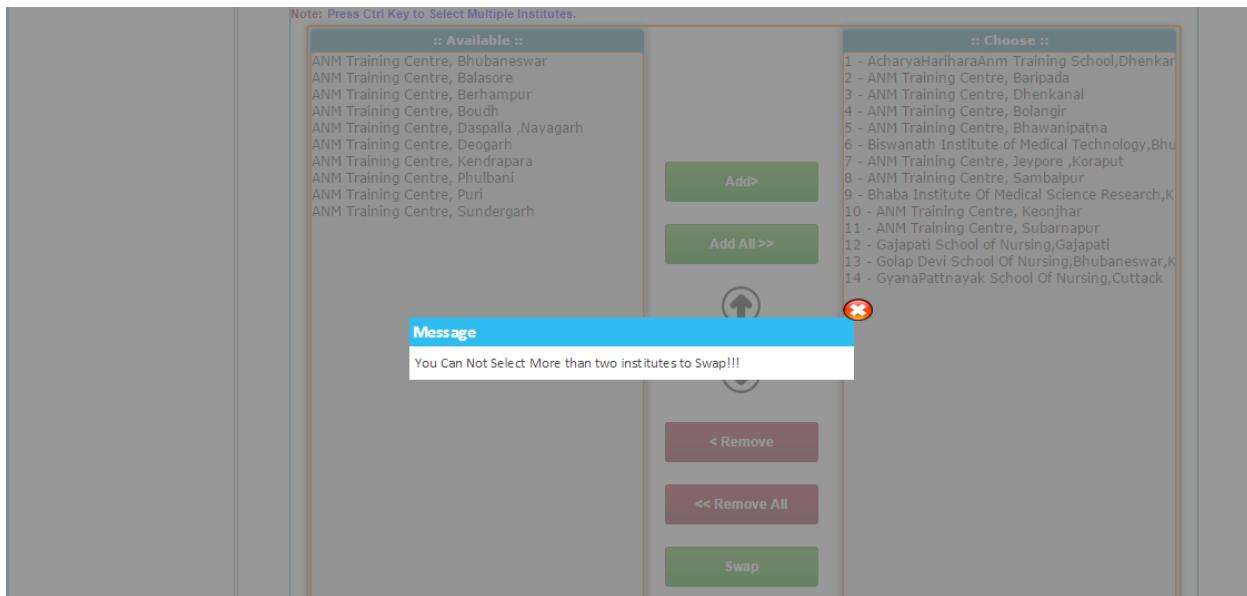
69. After Choice filling, Click on **SUBMIT** button .The following message will appear.
   "Are You Sure To Save The Institutes Preference Details...? "
70. Then Click on **YES** button.
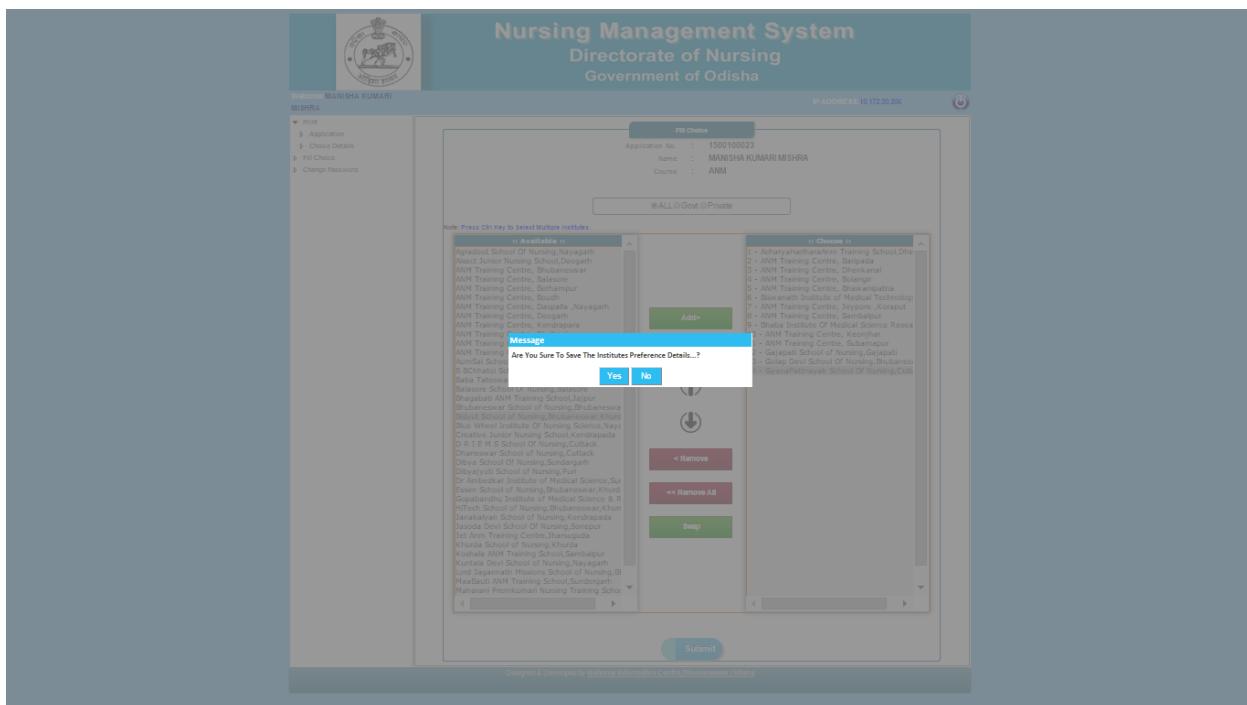
71. The click on **OK** button.
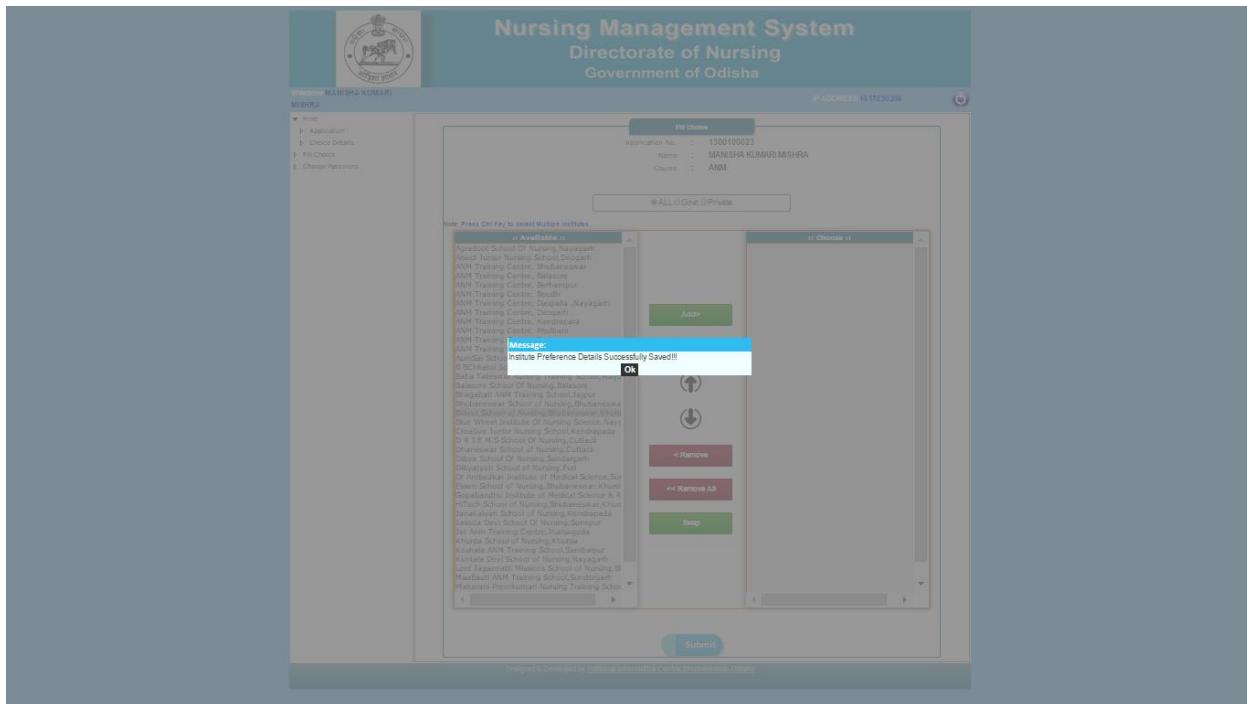
72. The Institute choice details list will appear.

73. Click on **Print** button ![printer icon] to take the print out of choice list.

74. Click on Change Password for changing of password.

75. Password Change Successful.

THANK YOU